

TOOL BOX TALKS

Draft Introduction: Why This Project?

WHY TRAINING?

An insightful contractor commented that if everyone used their common sense, we wouldn't have injuries or accidents on or off the job. Workers need to be trained in the recognition and avoidance of unsafe conditions as part of company profitability and professional development. Using common sense is only part of the solution in preventing injuries or accidents.

Safety Committee

There is a Safety Committee factor involved in training. Employers in the construction trades are required to have a Safety Committee. A purpose of a Safety Committee is to identify hazards in the workplace (generally through quarterly inspections) and "make recommendations to the employer regarding corrections of the hazards." A second purpose is to "establish procedures for investigating all safety-related incidents..." Topics in this draft are intended to help in having a viable Safety Committee by providing a quick reference guide to build on to accomplish both these important tasks.

SELECTING TOPIC'S

Use common sense in selecting a topic. You wouldn't want to present "Dressing For Winter Work" at the start of summer. "Heat Exhaustion/Sunstroke" is more appropriate to the season. Failure on your part to select an appropriate topic to present will result in uninterested workers, a waste of everyone's time and a loss of creditability on the part of company management.

Observe job-safety techniques. Focus on what is important (and mandatory). Listen to and follow up on company Safety Committee and employee recommendations. Identify what poor work practices are causing injuries or accidents on the job. Plan for and schedule out for a month so you have time to research and possibly modify your company policy.

INSTRUCTION GUIDE

Each of the draft "tool box talks" has an introductory statement, a guide for discussion, and space for additional discussion notes. Some have some reminders for the instructor on subjects to research and discuss; others require knowing company policy. We recommend employees signing the page; the company then maintains the topic as a record on file.

Training Records

In selected situations, you should have and maintain an individual training record on each employee. Included is Competent Person training for employee's using ladders and stairways, to recognize and minimize fall hazards and actions to take in fall protection. These are compliance actions as well as "common sense" to protect the contractor. See the Reference Section for more information on mandatory training subjects.

CUSTOMIZING

The following are some of the talks that require some sort of company specific information:

Page 9	Recognizing Unsafe Conditions	Requires specific name(s)
Page 13	Care For The Injured	Requires 1 st Aid information
Page 15	Listening Safety	Address policy issue
Page 16	Accident/Incident Reporting	Requires specific names
Page 19	Keeping In Shape	Address policy issue
Page 24	Protecting the Public	Address policy issue
Page 29	Effects of Weather	Address policy issue
Page 32	Construction Clothing	Address policy issue
Page 33	Head Protection – Hard Hats	Address policy issue
Page 35	Foot Protection	Address policy issue
Page 39	Respirators	Address policy issues
Page 50	Hammers/Chisels	Address policy issue
Page 53	Portable Electric Tools	Address policy issues
Page 57	Chain Saws	Address policy issues (PPE)
Page 65	Full Body Harnesses/Lifelines	Address policy issues
Page 73	Heavy Equipment Hazards	Requires specific names
Page 75	Electrical Hazards	Address policy issue
Page 76	Assured Grounding Program	Address location issue
Page 78	Fire Protection and Control	Address location/policy issue
Page 79	Fire Extinguishers	Requires specific names

DESIGNING YOUR OWN

When you design your own specialized tool box talks, remember some basic principals in giving instruction: Introduce what you are going to explain them, the body or key points you want to cover, and a conclusion. Ask for questions. Conclude with a reminder; the key point you tried to get across in the first place.

Supervisor Training

The importance of training supervisors in their responsibilities is an important management function as well as lawfully required when others are placed in charge of workers. They know the most about the people they work with daily, the equipment, materials and environment because of first-line supervisory responsibilities. Therefore it makes sense to train supervisors and is why the two are separated into the two subjects.